



THOMAS G. BRUTON
CLERK

**UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF ILLINOIS
219 SOUTH DEARBORN STREET
CHICAGO, ILLINOIS 60604**

312-435-5670

M E M O R A N D U M

TO: All CJA Panel Attorneys

FROM: Thomas G. Bruton

RE: National CJA E-Voucher System in the Northern District of Illinois

DATE: January 15, 2015

In early 2014, then-AO Director, Judge John D. Bates, announced that the automated CJA voucher processing system developed by the District of Nevada would become the national CJA payment system for the Judiciary. The Northern District of Illinois will go live with the national CJA voucher processing system (E-Voucher) on March 16, 2015.

As you may already know, E-Voucher will eliminate paper and manual processing of CJA vouchers. You will be able to manage your cases, submit requests for expert services and transcripts, and follow the progress of your voucher submissions on-line. We have demonstrated the system to Carol Brook and Clarke Devereux and have adopted their suggestions where possible.

We will offer many opportunities for training on E-Voucher, online videos, in-person training, and manuals. Further information, along with links to the videos and a schedule for in person training will be sent out in the future.

Chief Judge Diane Wood and Chief Judge Rubén Castillo signed the attached Order approving interim payments for all pending CJA cases in the Northern District of Illinois. The Order will allow you to submit one interim voucher per case without first seeking leave to file the voucher. These interim payment vouchers must be submitted to the Fiscal Office by February 9, 2015. It is our hope that this will help with the administrative burden of entering data from the past and will allow you to start using E-Voucher with the most current time and expenses.

If you are not submitting an interim voucher, you will need to submit the data into the system yourself. In addition, all final outstanding vouchers for payment (CJA 20/30, CJA 21/31, and CJA 24) must be submitted to the court by March 2, 2015. Again, if the vouchers are not submitted, the Clerk's Office will not be able to enter the historical data and expenses for you and you will have to enter all of this information after these dates.

We look forward to working with you during this transition. If you have any questions concerning the E-Voucher System, please contact the Clerk's Office Financial Department at 312-435-6066 or via email at CJA_ILND@ilnd.uscourts.gov